

Appendix F: Field-based Activities Report



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report - Part 1: Log

| Date: May 2010 | | Total Internship hours at the start of the month: | 140 |
|---|---------------------------------------|--|--------------|
| Week | Functions | Description | Hrs |
| 1 | Week's Activities | Prepare/submit Technology budget; attend San Antonio Area Technology Director's Meeting. | 8 |
| | Standard/Indicator | TF-I.B; TF-V.A; TF-V.B; TF-VII.B; TF-VII.C; TF-VIII.D | |
| | Communication with Site Mentor | Activities reviewed w/Dr. Harvey before and during Leadership Team Meeting. | |
| 2 | Week's Activities | Load and configure my MacBook Pro with latest OS, apps, and Parallels software to run multiple virtual Windows sessions for network management, control and personal productivity. | 10 |
| | Standard/Indicator | TF-I.A; TF-I.B; TF-V.C | |
| | Communication with Site Mentor | Activities reviewed w/Dr. Harvey before and during Leadership Team Meeting. | |
| 3 | Week's Activities | Attend Seawinn Curriculum System training session; plan summer infrastructure upgrades and repairs. | 12 |
| | Standard/Indicator | TF-I.A; TF-II.E; TF-II.F; TF-III.E; TF-V.A; TF-V.C; TF-VII.A | |
| | Communication with Site Mentor | Activities reviewed w/Dr. Harvey before and during Leadership Team Meeting. | |
| 4 | Week's Activities | Present summer technology upgrade plan at Leadership Team Meeting and Directors Meeting; attend training on new operational technology and energy management systems for new HS Annex. | 6.5 |
| | Standard/Indicator | TF-I.A; TF-I.B; TF-V.A; TF-V.B; TF-V.D; TF-VII.B; TF-VII.C; TF-VIII.A; TF-VIII.D | |
| | Communication with Site Mentor | Activities reviewed w/Dr. Harvey before and during Leadership Team Meeting; meeting w/Dr. Harvey on Field-based Experience Plan. | |
| Hours worked this month: | | | 36.5 |
| Total Internship hours to date including this month: | | | 176.5 |

Appendix F: Field-based Experience Activities Report



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Field-based Activities Monthly Report - Part 2: Reflection

Instructions: In submitting your field-based activity log, you are required to reflect on each of your experiences by completing a reflection in your course wiki/e-portfolio that should contain a minimum of 250 words. These reflections will be used to assist you in completing Week 5 of your EDLD 5388 Internship comprehensive exam/final report. Students should use and cite their textbook references as well as two additional reference when writing each reflection.

Reflections allow you to analyze the Internship activity. The act of reflection is influenced by constructivist theory. In essence, it is a way of thinking that allows you to make adjustments to your beliefs or concepts, to learn from your or other's mistakes, to recognize progress you think you have made, and/or to identify needed changes in attitude, disposition, decision-making, actions, or behaviors.

Reflections must consist of statements regarding:

- ♦ the knowledge you gained from the activity and what Standard(s)/Indicator(s) was associated with the activity.
- ♦ How the activity helped you master the Standard/Indicator.

Reflections may consist of statements regarding:

- ♦ insights into the patterns of interactions of the participants,
- ♦ group processes including: who had power, authority, or influence, who was participating and who was not, who was not included, how did you or another leader draw the silent teachers out, was there confrontation, conflict, consensus, agreement, hurt feelings, etc.
- ♦ notations addressing the affective or feeling tone evident,
- ♦ concerns you noticed,
- ♦ questions you have that you should research or about which you can seek expert advice from your campus-based site mentor or your professor, and
- ♦ issues that puzzle you.

| Wiki Name | Wiki URL |
|--------------------|---|
| ListenToTheNatives | http://listentothenatives.wikispaces.com/ |